

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Individual Treatment Plans	
Policy Number: CTP 07	Standards/Statutes: ARM 37.27.115 120.130
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To provide guidelines for establishing a treatment plan.

POLICY: A comprehensive individualized treatment plan will be developed for every patient within two working days following admission to the primary treatment unit.

PROCEDURE:

- I. Within two working days after a patient is assigned to a counselor, the counselor in consultation with the patient, will develop a comprehensive individualized treatment plan which includes problem statements, goals, objectives and methods to be accomplished in order to complete the treatment plan.
- II. Treatment plans will include a description of the identified problems and various therapeutic methods employed (along with any support services needed) to assist the patient in resolving the identified problems.
- III. The counselor defines problems, objectives, and methods in terms that are specific and obtainable within the time frame of treatment.
- IV. A statement of the specific problems/symptoms, which have been identified as a treatment priority, will be stated on the treatment plan. The statement will be sufficiently concrete to allow definable actions, which will address the problem/symptom.
- V. Whenever possible, the patient will agree upon specific goals which, if accomplished, would counter the problem/symptom as stated. These goals must be stated precisely enough that it can be determined whether the patient has accomplished the goals.
- VI. Objectives include time limited behavioral changes or action expected of the patient. A target date for completion will be included.
- VII. Treatment methods include the specific tasks set to accomplish the treatment goals and objectives. These tasks are very specific, easily measured, and itemized in such a way that they can be

- a. Completion dates will be entered on the treatment plan when the patient completes each task listed under treatment methods.
 - b. The counselor will meet weekly to review the individualized treatment plan and document the session in the patients progress note.
- VIII. After each clinical stay review, new problems, goals, and objectives will be added to the treatment plan reflecting the patient's progress or lack of.
- a. The patient and the counselor will sign and date the treatment plan with in 72 hours after the patient arrives on the treatment unit. In most cases, it is appropriate for the patient to have a copy of their treatment plan.
 - b. Treatment plans are considered a working instrument and must be constantly altered and updated as treatment progresses. Changes, additions, and deletions in the treatment plan must be substantiated by an appropriate annotation in the progress notes and on the original treatment plan with revision dates.

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Approved By: _____ 01/01/02
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